U.S. DEPARTMENT OF EDUCATION

INSTITUTE OF EDUCATION SCIENCES
WASHINGTON, D.C. 20208

APPLICATION PACKAGE FOR NEW GRANTS

NATIONAL CENTER FOR EDUCATION STATISTICS

Statewide, Longitudinal Data Systems Grants for FY 2012

CFDA NUMBER: 84.372A

Funding Opportunity Number: ED-GRANTS-092011-001

OMB No. 1894-0006
Expiration Date: OMB Approved

DATED MATERIAL - OPEN IMMEDIATELY

CLOSING DATE: December 15, 2011

TABLE OF CONTENTS

A – DEAR APPLICANT LETTER

Dear Applicant:

Thank you for your interest in applying to the Institute of Education Sciences for a grant under the Fiscal Year 2012 Statewide, Longitudinal Data Systems (SLDS) program competition. Under this competition, the Institute invites State educational agencies to apply for grants to carry out projects that will address one of three priorities: 1) to design, develop, and implement a statewide, longitudinal kindergarten through grade 12 (K–12) data system; 2) to develop and link early childhood data to the State's K–12 data system; or 3) to develop and link postsecondary and/or workforce data to the State's K–12 data system. Grants will not be made available to support ongoing maintenance of data systems.

State educational agencies that received SLDS grants in June 2010 from funds appropriated under the American Recovery and Reinvestment Act of 2009 (ARRA) will not be considered for 2012 grants under this competition.

For this competition, the Institute will consider only applications that meet the requirements outlined in the September 15, 2011 Request for Applications. See especially the following RFA parts:

- IV. Priorities and Requirements
- IX. Special Requirements
- X. Contents and Page Limits of Application
- XIII. Review Criteria
- XVI. Submission Requirements

Applications for grants under this competition must be submitted electronically using the Grants.gov Apply site (Grants.gov). Applications are due on December 15, 2011 at 4:30:00 p.m., Washington, D.C. time.

We appreciate your interest in this competition and look forward to receiving your application.

Institute of Education Sciences

B – NOTICE INVITING APPLICATIONS FOR NEW AWARDS

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Statewide, Longitudinal Data Systems Program

AGENCY: Institute of Education Sciences, Department of Education.

ACTION: Notice.

Overview Information:

Statewide, Longitudinal Data Systems Program
Notice inviting applications for new awards for fiscal year (FY) 2012.
Catalog of Federal Domestic Assistance (CFDA) Number: 84.372A.

Dates:

Request for Applications (RFA) Available: September 15, 2011.
Application Package Available: September 26, 2011.
Deadline for Transmittal of Applications: December 15, 2011.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Statewide, Longitudinal Data Systems program awards grants to State educational agencies (SEAs) to design, develop, and implement statewide, longitudinal data systems to efficiently and accurately manage, analyze, disaggregate, and use individual student data. The Department's long-term goal in operating the program is to help all States create comprehensive P-20W (early learning through workforce) systems that foster the generation and use of accurate and timely data, support analysis and informed decision-making at all levels of the education system, increase the efficiency with which data may be analyzed to support the continuous improvement of education services and outcomes, facilitate research to improve student academic achievement and close achievement gaps, support education accountability systems, and simplify the processes used by SEAs to make education data transparent through Federal and public reporting.

Priorities:

SEAs may apply for grants under one of three priorities:

(1) To design, develop, and implement statewide, longitudinal kindergarten through grade 12 (K-12) data systems;

(2) To develop and link early childhood data to the State's K-12 data system; or

(3) To develop and link postsecondary and/or workforce data to the State's K-12 data system.

Grants will not be made available to support ongoing maintenance of data systems.

An SEA may submit only one application under this competition.

Program Authority: 20 U.S.C. 9607.

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 77, 80, 81, 82, 84, 85, 97, 98, and 99. In addition, the regulations in 34 CFR part 75 are applicable, except for the provisions in 34 CFR 75.100, 75.101(b), 75.102, 75.103, 75.105, 75.109(a), 75.200, 75.201, 75.209, 75.210, 75.211, 75.217(a)–(c), 75.219, 75.220, 75.221, 75.222, and 75.230.

II. Award Information

Type of Award: Cooperative agreements.

Estimated Available Funds: The Administration has requested $100,000,000 for this program in FY 2012. Although Congress has not enacted a final appropriation for FY 2012, the Institute of Education Sciences (Institute or IES) is inviting applications for this competition now so that it may be prepared to make awards following final action on the Department's appropriations bill. The actual award of grants will depend on the availability of funds.

Estimated Average Size of Awards: $1,000,000 to $5,000,000 for the entire project period.

Maximum Award: We will reject any application that proposes a budget exceeding the following amounts for a project period of 36 months:

For grants to design, develop, and implement a K-12 statewide, longitudinal data system (Priority 1), $5,000,000.

For grants to develop and link early childhood data to the State's K-12 data system (Priority 2) or to develop and link postsecondary and/or workforce data to the State's K-12 data system (Priority 3), $4,000,000.

The Director of the Institute may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: The number of awards made under this competition will depend upon the quality of the applications received and the level of funding available.

Note: The Department is not bound by any estimates in this notice.

Project Period: Three years.

III. Eligibility Information

1. Eligible Applicants: Eligible applicants are limited to SEAs. An SEA is the agency primarily responsible for the State supervision of elementary schools and secondary schools. See 20 U.S.C. 9601 (which incorporates by reference the definition of SEA set out in section 9101 of the Elementary and Secondary Education Act of 1965, as amended (ESEA), 20 U.S.C. 7801). The SEAs of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands are eligible.

SEAs that received SLDS grants in June 2010 from funds appropriated under the American Recovery and Reinvestment Act of 2009 (ARRA) will not be considered for 2012 SLDS grants under this competition. Their ARRA SLDS grants, awarded in FY 2010, will still be underway when the 2012 grants are awarded.

2. a. Cost Sharing or Matching: This competition does not require cost sharing or matching.
b. Supplement-Not-Supplant: A supplement-not-supplant requirement applies to this program. Funds made available under this grant program are to supplement, and not supplant, other State or local funds used for developing or improving State data systems. The grants are expected to assist SEAs in their efforts to design, develop, and implement statewide, longitudinal data systems, but not to supplant State and local funds. That is, the Institute expects grant funding to augment existing State and local funds devoted to this effort.

IV. Application and Submission Information

1. RFA and Other Information: Information regarding program and application requirements for this competition will be contained in the IES RFA package, which will be available on September 15, 2011, at the following Web site: http://ies.ed.gov/funding/.

2. Application Package: The application package with forms and instructions for applying to this competition will be available no later than September 26, 2011, at http://www.Grants.gov (see section IV. 5. Other Submission Requirements of this notice).

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) by contacting the program contact person listed under **For Further Information Contact** in section VII of this notice.

3. Submission Dates and Times:

Request for Applications (RFA) Available: September 15, 2011.

Application Package Available: September 26, 2011.

Deadline for Transmittal of Applications: December 15, 2011.

Applications for grants under this competition must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 5. Other Submission Requirements of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under **For Further Information Contact** in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

4. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry:

To do business with the Department of Education, you must--
a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
b. Register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;
c. Provide your DUNS number and TIN on your application; and
d. Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov Web page: www.grants.gov/applicants/get_registered.jsp.

5. Other Submission Requirements:

Applications for grants under this competition must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Statewide, Longitudinal Data Systems competition, CFDA Number 84.372A, must be submitted electronically using the Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the Statewide, Longitudinal Data Systems competition at www.Grants.gov. You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.372, not 84.372A).

Please note the following:

• When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

• Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted, and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

• The amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

• You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at www.G5.gov.

• You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

• You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

• You must upload any narrative sections and all other attachments to your application as files in a .PDF (Portable Document) format only. If you upload a file type other than a .PDF or submit a password-protected file, we will not review that material.

• Your electronic application must comply with any page-limit requirements described in this notice.

• After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

• We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System:

If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under **For Further Information Contact** in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement:

You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because—

• You do not have access to the Internet; or

• You do not have the capacity to upload large documents to the Grants.gov system; and

• No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Ellie McCutcheon, U.S. Department of Education, 555 New Jersey Avenue, NW., room 600e, Washington, DC 20208-5530. FAX: (202) 219-1466.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number: 84.372A)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark.
(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
(3) A dated shipping label, invoice, or receipt from a commercial carrier.
(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.
(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number: 84.372A)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department—

(1) You must indicate on the envelope--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: Information regarding selection criteria and review procedures for this competition will be provided in the RFA package.

2. Review and Selection Process: We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. Special Conditions: Under 34 CFR 74.14 and 80.12, the Secretary may impose special conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 34 CFR parts 74 or 80, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting:

(a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. Performance Measures: To evaluate the overall success of this program, the Institute will determine at the end of each grant whether the SEA has in operation a statewide, longitudinal data system that meets the conditions of the grant. Grantees will be expected to report in annual and final reports on the status of their development and implementation of these systems.

5. Grant Administration: Applicants should budget for a two-day meeting for project directors to be held in Washington, DC.

VII. Agency Contact

For Further Information Contact: Tate Gould, U.S. Department of Education, National Center for Education Statistics, 1990 K Street, NW., room 9023, Washington, DC 20006-5651. Telephone: (202) 219-7080 or by email: Tate.Gould@ed.gov.

If you use a TDD, call the Federal Relay Service, toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) on request to the program contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: www.gpo.gov/fdsys. At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the Federal Register by using the article search feature at: www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated: September 15, 2011

John Q. Easton,
Director, Institute of Education Sciences.

C – MANDATORY SUBMISSION OF ELECTRONIC APPLICATIONS

Please note that you must follow the application procedures as described in the September 20, 2011 *Federal Register* notice announcing this grant competition. The Federal Register notice is included as Section B of this package.

Applications for grants to the Statewide, Longitudinal Data Systems competition, CFDA Number 84.372A, must be submitted to the U. S. Department of Education electronically using the Grants.gov Apply site (Grants.gov), unless you qualify for an exception to the electronic submission requirement as explained in the Federal Register Notice. For more information on using Grants.gov, please refer to the *Federal Register* notice.

Applications are accessible through the Grants.gov Web site at: http://grants.gov/apply
After you electronically submit your application, you will receive an automatic acknowledgment that will include a PR/Award number (an identifying number unique to your application).

You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Institute will not accept an application for this competition after 4:30:00 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.

The Institute will reject your application if you submit it in paper format unless, as described in the *Federal Register* notice, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions.

For information on using Grants.gov, please refer to the “Important Submission Procedures for Grants.gov and Tips for Applicants” document included in this application package as Section G. **Please read Section G first.**

In this package, you will find specific requirements and instructions for completing the application forms and narrative sections. See both Section D, which is the Request for Applications and Section E - General Instructions and Information. In particular, see Parts IV, IX, X, XIII and XVI of the Request for Applications.

D – REQUEST FOR APPLICATIONS – STATEWIDE, LONGITUDINAL DATA SYSTEMS

GRANTS FOR STATEWIDE, LONGITUDINAL DATA SYSTEMS

CFDA NUMBER: 84.372
RELEASE DATE: September 15, 2011

REQUEST FOR APPLICATIONS: NCES 12-01

INSTITUTE OF EDUCATION SCIENCES
http://ies.ed.gov/funding/

APPLICATION DEADLINE DATE: December 15, 2011
THIS REQUEST FOR APPLICATIONS CONTAINS THE FOLLOWING INFORMATION:

I. REQUEST FOR APPLICATIONS

The Institute of Education Sciences (Institute) invites State educational agencies (SEAs) to apply for grants to assist them in developing and implementing statewide, longitudinal data systems. Applicants may apply for funds to carry out projects to address one of three priorities: 1) to design, develop, and implement a statewide, longitudinal kindergarten through grade 12 (K-12) data system; 2) to develop and link early childhood data with the State's K-12 data system; or 3) to develop and link postsecondary and/or workforce data with the State's K-12 data system. State educational agencies that received Statewide, Longitudinal Data System grants under the American Recovery and Reinvestment Act of 2009 are not eligible to apply for grants under this competition.

II. BACKGROUND

This is the fifth grant program competition for Statewide, Longitudinal Data Systems (SLDS). Pursuant to previous SLDS competitions, grants worth a total of $515 million have been awarded to 41 States and the District of Columbia for developing their data systems, including $250 million provided under ARRA and awarded to 20 States in June 2010. In some cases, States have also been able to use funds from other federal programs, such as the State Fiscal Stabilization Fund or Race to the Top, to build these systems. Because the ARRA SLDS grants were two to three times the size of previous SLDS grants and because most of the 20 grantees also received earlier SLDS grants, the 20 ARRA grantees will not be considered for grants under this competition. Their ARRA SLDS grants will still be underway when the grants pursuant to this competition are awarded.

As a condition of receiving State Fiscal Stabilization funds, all States committed to developing and implementing statewide data systems contain the following elements specified in the America COMPETES Act. These elements remain the basic requirements for statewide, longitudinal data systems:

With respect to preschool through grade 12 education and postsecondary education:

- A unique statewide student identifier that does not permit a student to be individually identified by users of the system (except as allowed by Federal and State law);
- Student-level enrollment, demographic, and program participation information;
- Student-level information about the points at which students exit, transfer in, transfer out, drop out, or complete P-16 education programs;
- The capacity to communicate with higher education data systems; and
- A State data audit system assessing data quality, validity, and reliability.

With respect to preschool through grade 12 education:

- Yearly test records of individual students with respect to assessments under section 1111(b) of the Elementary and Secondary Education Act of 1965;
- Information on students not tested, by grade and subject;
- A teacher identifier system with the ability to match teachers to students;
- Student-level transcript information, including information on courses completed and grades earned; and
- Student-level college readiness test scores.

With respect to postsecondary education:

- Data that provide information regarding the extent to which students transition successfully from secondary school to postsecondary education, including whether students enroll in remedial coursework; and
- Data that provide other information determined necessary to address alignment and adequate preparation for success in postsecondary education.

States have been engaged in the process of developing these longitudinal data systems for a number of years. In order to maximize progress and ensure that States move their development efforts forward, this competition will provide focused assistance. Eligible State educational agencies will choose which of three grant priorities to address.

III. PURPOSE OF THE GRANT PROGRAM

The purpose of grants under this program is to enable State educational agencies to design, develop, and implement statewide, longitudinal data systems to efficiently and accurately manage, analyze, disaggregate, and use individual student data.

The long-term goal of the program is that all States will create comprehensive P-20W (early learning to workforce) systems to permit the generation and use of accurate and timely data, support analysis and informed decision-making at all levels of the education system, increase the efficiency with which data may be analyzed to support the continuous improvement of education services and deliverables, facilitate research to improve student academic achievement and close achievement gaps, support education accountability systems, and simplify the processes used by State educational agencies to make education data transparent through Federal and public reporting. Grants may be used for design, development, and implementation activities; they may not be used for the ongoing maintenance of data systems.

Supplement not supplant. The Educational Technical Assistance Act of 2002 requires that funds made available under this grant program be used to supplement, and not supplant, other State or local funds used for developing State data systems.

IV. PRIORITIES AND REQUIREMENTS

The Institute has established three priorities for this competition. The three priorities are:

- To design, develop, and implement a statewide, longitudinal kindergarten through grade 12 (K-12) data system;
- To develop and link early childhood data with the State's K-12 data system; and
- To develop and link postsecondary and/or workforce data with the State's K-12 data system.

Projects to be carried out with grants awarded pursuant to this competition must include only activities within the selected priority area.

Eligible State educational agencies may submit applications to address **only one** of the three priorities. Applications that address more than one priority will not be considered responsive to this Request for Applications and will not be considered.

Priority 1. K-12 Data System

Grants under this priority may be used to design, develop, and implement a statewide, longitudinal kindergarten through grade 12 data system. Applicants that apply for funds under this priority recognize that a robust K-12 longitudinal data system plays an essential role in improving decision-making among K-12 education stakeholders, including teachers, school leaders, parents, researchers, and policy makers. Such comprehensive data systems are designed and implemented for both the collection of timely and accurate data and also for the use of these data in improving reporting, transparency, monitoring, and, ultimately, student achievement. Successful applicants will be able to identify stakeholders/customers, and propose a set of deliverables that address the needs specific to their locality.

If funds are requested under this priority, the system to be developed must have the minimum capacity identified in the following requirements. Applications should identify which of the following requirements are in place, and if the requirements are not currently being met, describe how the requirements will be developed through the project.

Governance and Policy Requirements:

- Need and Uses. In addition to providing information that helps to improve student achievement and reduce achievement gaps among students, a successful data system should address several of the State's other key educational policy questions. The system should provide data and data-use tools that can be used in education decision-making at multiple levels, from policy to classroom instruction.
- Governance. A successful data system rests upon a governance structure involving both State and local stakeholders in the system's design and implementation. Particularly when expanding the data capacity in existing K-12 systems to include other educational data, an SLDS must identify the entities responsible for the operation of the statewide data system and should include a common understanding of data ownership, data management, and data confidentiality and access, as well as the means to resolve differences among partners.
- Institutional Support. A successful data system requires institutional support from leadership within the SEA and from relevant stakeholders within and outside the SEA. The support must include authorization to develop and implement the SLDS, as well as the commitment of necessary staff and other resources. If the SLDS is to be expanded to include data from other systems, all involved institutions must agree to a shared vision for deliverables and objectives.
- Sustainability. A successful data system requires ongoing support from the SEA after it has been implemented. At a minimum, the system requires ongoing commitment of staff and other resources for system maintenance, quality control, and user training.

Technical Requirements:

- Federal Reporting. A successful data system must be able to meet Federal reporting requirements, including those of the U.S. Department of Education's (Department)

EdFacts system. The system should provide efficiencies that reduce the burden of Federal reporting for schools and districts.

  - Privacy Protection and Data Accessibility. An SLDS must ensure the confidentiality of student data, consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA) and State laws or regulations concerning the confidentiality of individual records. The system should also include public documentation that clearly articulates what data will be accessible, to which users, and for what purposes.
  - Data Quality. A successful data system must ensure the integrity, security, and quality of data. It should include an ongoing plan for training those entering or using the data, as well as procedures for monitoring the accuracy of information.
  - Interoperability. The system should use a common set of data elements with common data standards to allow interoperability and comparability of data among programs such as the Common Education Data Standards (http://nces.ed.gov/programs/ceds/), as available and applicable. A successful data system has the capacity to exchange data between the SEA and its LEAs, as well as among LEAs, or with other appropriate State agencies or educational entities.
  - Enterprise-wide Architecture. A successful SLDS includes an enterprise-wide data architecture that links records across information systems and data elements across time and allows for longitudinal analysis of dropout and graduation rates and student achievement growth. The architecture should include, at a minimum, a system for assigning unique student identifiers, a data dictionary, a data model, and business rules. The system must make data dictionaries publicly available.

Data Use Requirements:

- Secure Access to Useful Data for Key Stakeholder Groups. Appropriate and secure access to data must be provided to key stakeholder groups including policymakers, SEA program staff, external researchers, district administrators, and school-level educators. Access must be balanced with the need to protect student privacy and confidentiality consistent with applicable privacy protection laws.
- Data Use Deliverables. The system must include deliverables to meet end-user needs (to inform decision-making and evaluate policies and programs) such as reporting and analysis tools. Design of these deliverables must be informed by early and sustained engagement of representatives from user groups to ensure the system will meet their information needs and continuously improve to meet evolving needs.
- Training on Use of Data Tools and Products. The system should include a professional development program to prepare end-users to effectively use the data products.
- Professional Development on Data Use. The system should include a professional development program to help end-users effectively interpret and apply the data to inform decision-making and improve practices.
- Evaluation of Data Products, Training, and Professional Development. The system should include a process for evaluating the effectiveness of the data use deliverables, and training and professional development programs.
- Partnerships with Research Community. The State must have a policy in place for the processing of requests for data for research purposes and for communicating the scope of data available for analysis. The State should establish partnerships with internal and/or external research groups to assist with answering questions that can inform policy and

practice. The State should actively disseminate research and analysis findings to the public while ensuring confidentiality of individual student data.

- Sustainability Plan. The system must include a plan for sustaining the deliverables and training beyond the life of the grant.

Priority 2. Early Childhood Data

Grants under this priority may be used to develop and link early childhood data with the State's K-12 data system. Applicants that apply for funds under this priority are prepared to develop or enhance the capacity for collecting and using data on early childhood, as an integral step in the P20W pipeline. In order to be ssuccessful, applicants should demonstrate that they understand the various sources of such data, which include a diverse group of programs and providers. Furthermore, there is an understanding that unifying these data sets will improve decision making for these providers and programs and also allow for better preparation for the receiving schools and programs.

If funds are requested under this priority, the following child, program, and workforce data elements should be developed as a coordinated early learning data system and linked to the State's K-12 data system:

- A unique statewide child identifier or another highly accurate, proven method to link data on that child to and from the statewide, longitudinal data system, including kindergarten entry assessment data;
- A unique statewide early childhood educator identifier;
- A unique program site identifier;
- Child and family demographic information;
- Early childhood educator demographic information, including data on educational attainment and State credential or licenses held, as well as professional development information;
- If feasible, program-level data such as structure, quality, discipline, staff retention, staff compensation, and work environment; and
- Child-level program participation and attendance data.

In general, these are the essential data elements identified in the Department's announcement for the Race to the Top - Early Learning Challenge program.

In addition, the system developed should have the capacity identified in the following requirements. Applications should identify which of the requirements are in place, and if the requirements are not currently being met, describe how the requirements will be developed through the project.

Governance and Policy Requirements:

- Need and Uses. In addition to providing information that helps to improve school readiness, a successful data system should address the State's other key educational policy questions. The system should provide data and data-use tools that can be used in education decision-making at multiple levels, from policy to instruction and services.
- Governance. A successful data system rests upon a governance structure that involves both State and local stakeholders in the system's design and implementation. State and local stakeholders should represent various early childhood programs that serve infants,

toddlers, and children through age 5 or kindergarten entry (e.g., Early Head Start, Head Start, State-funded preschool programs, Early Intervention (IDEA Part C), Early Childhood Special Education (IDEA Part B Section 619), child care, home visitation programs, publicly funded preschool programs). Particularly when expanding the data capacity in existing early childhood data systems to include other educational data, an SLDS must identify the entities responsible for the operation of the statewide data system and should include a common understanding of data ownership, data management, and data confidentiality and access, as well the means to resolve differences among partners.

- Institutional Support. A successful data system requires institutional support from leadership within and among the State-level agencies that have the responsibility for early childhood programs (i.e., serving infants, toddlers, and young children, birth through age 5 or kindergarten entry) and from relevant stakeholders within and outside the State-level agencies that have the responsibility for early childhood programs. The support must include authorization to develop and implement the SLDS, as well as the commitment of necessary staff and other resources. If the SLDS is to be expanded to include data from other systems, all involved institutions must agree to a shared vision for deliverables and objectives.
- Sustainability. Following implementation, a successful data system requires ongoing support from the State-level agencies that have the responsibility for early childhood programs. At a minimum, the system requires ongoing commitment of staff and other resources for system maintenance, quality control, and user training.

Technical Requirements:

- Federal Reporting. A successful data system must be able to meet Federal reporting requirements, including those of the U.S. Department of Education and the U.S. Department of Health and Human Services; the system should provide efficiencies that reduce the burden of Federal reporting for local programs and service providers.
- Privacy Protection and Data Accessibility. An SLDS must ensure the confidentiality of child data, consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and State laws or regulations concerning the confidentiality of individual records. The system should also include public documentation that clearly articulates what data will be accessible, to which users, and for what purposes.
- Data Quality. A successful data system must ensure the integrity, security, and quality of data. It should include an ongoing plan for training those entering or using the data, as well as procedures for monitoring the accuracy of information.
- Interoperability. The system should use a common set of data elements with common data standards to allow interoperability and comparability of data among programs such as the Common Education Data Standards (http://nces.ed.gov/programs/ceds/), as available and applicable. A successful data system has the capacity to exchange data between the State-level agencies that have the responsibility for early childhood programs and their local programs, as well as among local programs, or with other appropriate State agencies or educational entities. At a minimum, any early childhood data system(s) developed under this grant must be linked to the State's K-12 SLDS, with a mechanism established for ongoing data exchange.

- Enterprise-wide Architecture. A successful SLDS includes an enterprise-wide data architecture that links records across information systems and data elements across time and allows for longitudinal analysis of school readiness, social emotional outcomes, and child growth. The architecture should include at a minimum a system for assigning unique student identifiers, a data dictionary, a data model, and business rules. The system must make data dictionaries publicly available.

Data Use Requirements:

- Secure Access to Useful Data for Key Stakeholder Groups. Appropriate and secure access to data must be provided to key stakeholder groups including policymakers, program staff from the State-level agencies that have the responsibility for early childhood programs, external researchers, local program administrators, and service providers. Access must be balanced with the need to protect child privacy and confidentiality consistent with applicable privacy protection laws.
- Data Use Deliverables. The system must include deliverables to meet end-user needs (to inform decision-making and evaluate policies and programs) such as reporting and analysis tools. Design of these deliverables must be informed by early and sustained engagement of representatives from user groups to ensure the system will meet their information needs and continuously improve to meet evolving needs.
- Training on Use of Data Tools and Products. The system should include a professional development program to prepare end-users to effectively use the data products.
- Professional Development on Data Use. The system should include a professional development program to help end-users effectively interpret and apply the data to inform decision-making and improve practices.
- Evaluation of Data Products, Training, and Professional Development. The system should include a process for evaluating the effectiveness of the data use deliverables, and training and professional development programs.
- Partnerships with Research Community. The State must have a policy in place for the processing of requests for data for research purposes and for communicating the scope of data available for analysis. The State should establish partnerships with internal and/or external research groups to assist with answering questions that can inform policy and practice. The State should actively disseminate research and analysis findings to the public while ensuring confidentiality of individual student data.
- Sustainability Plan. The system must include a plan for sustaining the deliverables and training beyond the life of the grant.

Priority 3. Postsecondary and/or Workforce Data

Grants under this priority may be used to develop and link postsecondary and/or workforce data to the State's K-12 data system. Applicants that apply for funds under this priority will be able to demonstrate partnerships with State agencies and other entities that coordinate data from various postsecondary institutions and systems (community colleges, technical colleges, adult education programs, career and technical education (CTE), public 4-year institutions, not-for-profit colleges and universities, for-profit colleges and universities) and/or data from State workforce agencies.

If funds are requested under this priority, applicants must ensure that, at a minimum, the postsecondary data required by the America COMPETES Act elements will be developed and linked to the State's K-12 data system. States are encouraged to develop their own postsecondary data and not simply purchase this data from an organization external to the agencies partnering under this application..

Applications should identify which of the following requirements are in place, and if the requirements are not currently being met, describe how the requirements will be developed through the project.

Governance and Policy Requirements:

- Need and Uses. A successful data system should address the State's key postsecondary education and workforce development policy questions. The system should provide data and data-use tools that can be used in education decision-making at multiple levels, including the state, system, institutional, and student/consumer level.
- Governance. A successful data system includes a clearly-articulated governance structure consisting of representatives from key postsecondary and/or workforce organizations, including postsecondary institutions themselves, adult education providers, CTE programs, and grantees of the U.S. Department of Labor Workforce Data Quality Initiative (WDQI) program, if applicable. The governance structure must have clearly-defined roles and responsibilities to manage the collection, maintenance, and sharing of postsecondary and/or workforce data with the K-12 State educational agency, and the use of those data. Particularly when expanding the data capacity in existing postsecondary and/or workforce data systems to include other educational data, an SLDS must identify the entities responsible for the operation of the statewide data system and should include a common understanding of data ownership, data management, and data confidentiality and access, as well as the means to resolve differences among partners.
- Institutional Support. A successful data system requires institutional support from relevant stakeholders within and outside the State postsecondary education governing organization or agency and State workforce agencies. The support must include authorization to develop and implement connections across the K-12 SLDS and postsecondary and workforce systems as well as the commitment of necessary staff and other resources, including institutional support from the agency providing a State WDQI grant, if applicable.
- Sustainability. Following implementation, a successful data system requires ongoing support from the institutions and agencies that are a part of it. At a minimum, the system requires ongoing commitment of staff and other resources for system maintenance, quality control, and user training.

Technical Requirements:

- Privacy Protection and Data Accessibility. An SLDS must ensure the confidentiality of individual data, consistent with the requirements of the Family Education Rights and Privacy Act (FERPA) and other State laws or regulations concerning the confidentiality of individual records. The system should also include public documentation that clearly articulates what data will be accessible, to which users, and for what purposes.

- Data Quality. A successful data system must ensure the integrity, security, and quality of data. It should include an ongoing plan for training those entering or using the data, as well as procedures for monitoring the accuracy of information.
- Interoperability. The system should use a common set of data elements with common data standards to allow interoperability and comparability of data among programs such as the Common Education Data Standards (http://nces.ed.gov/programs/ceds/), as available and applicable. Other examples include the IPEDS data definitions, when applicable, the national/Federal coding systems, when applicable, such as Classification of Instructional Programs (CIP) and Standard Occupational Classification (SOC) codes. At a minimum, any postsecondary data system(s) and/or workforce data system(s) developed under this grant must be linked to the State's K-12 SLDS, with a mechanism established for ongoing data exchange.
- Enterprise-wide Architecture. A successful SLDS includes an enterprise-wide data architecture that links records across information systems and data elements across time and allows for longitudinal analysis. The architecture should include at a minimum a system for assigning unique student identifiers, a data dictionary, a data model, and business rules. The system must make data dictionaries publicly available.

Data Use Requirements:

- Secure Access to Useful Data for Key Stakeholder Groups. Appropriate and secure access to data must be provided to key stakeholder groups including policymakers, program staff from the state level agencies that have the responsibility for postsecondary and/or workforce programs, institution-level staff, and external researchers. Access must be balanced with the need to protect privacy and confidentiality consistent with applicable privacy protection laws.
- Data Use Deliverables. The system must include deliverables to meet end-user needs (to inform decisionmaking and evaluate policies and programs) such as reporting and analysis tools. Design of these deliverables must be informed by early and sustained engagement of representatives from user groups to ensure the system will meet their information needs and continuously improve to meet evolving needs. Below are listed some examples of the kinds of information that would be useful.
    - *K12 Feedback*. A successful system is capable of providing feedback reports to K-12, such as high school feedback reports, to inform secondary institutions on the success of their former students in postsecondary education and/or the workforce, with the intent of improving services to better prepare current and future students for long-term success.
    - *Consumer Information*. A successful data system is capable of generating useful consumer information to assist current and future postsecondary students and their parents make informed choices about enrolling in postsecondary institutions. Consumer information may include information at the instructional program (CIP) and institutional level on college costs (tuition and fees, financial aid, education debt); student success (persistence, transfer, completion, time- and credits- to-degree); and outcomes (job placement, earnings). A method for making these consumer data available (by institution and/or program) to the public should be considered, such as a consumer information website.

    - *Postsecondary Feedback*. Possible postsecondary feedback reports include system transfer and completion reports on students who leave their institutions before graduating to transfer to another institution or enter the workforce; community college feedback reports on students who transfer and the performance of transfer students in their new institutions; and job placement reports to provide institutions feedback on graduates entry into the workforce as well as on the fields in which graduates are employed and their earnings.
- Training on Use of Data Tools and Products. The system should include a professional development program to prepare end-users to effectively use the data use products.
- Professional Development on Data Use. The system should include a professional development program to help end-users effectively interpret and apply the data to inform decisionmaking and improve practices.
- Evaluation of Data Products, Training, and Professional Development. The system should include a process for evaluating the effectiveness of the data use deliverables, and training and professional development programs.
- Partnerships with Research Community. The State must have a policy in place for the processing of requests for data for research purposes and for communicating the scope of data available for analysis. The State should establish partnerships with internal and/or external research groups to assist in answering questions that can inform policy and practice. The State should and actively disseminate research and analysis findings to the public while ensuring confidentiality of individual student data.
- Sustainability Plan. The system must include a plan for sustaining the deliverables and training beyond the life of the grant.

V. APPLICATIONS AVAILABLE

Application forms and instructions for the electronic submission of applications will be available for this program no later than September 26, 2011, at the Grants.gov Apply site (Grants.gov). Applicants should refer to this site for information about the electronic submission procedures to be followed and the required software.

VI. MECHANISM OF SUPPORT

The Institute intends to award grants in the form of *cooperative agreements*. Applicants should note that *cooperative agreements* allow Federal involvement in the activities undertaken with Federal financial support. The Institute intends to work with grantees to identify best practices in designing and implementing statewide, longitudinal data systems, establish partnerships among States, and disseminate useful products or “lessons learned” through these grants. The specific responsibilities of the Institute and the grantee will be outlined in the cooperative agreement.

VII. FUNDING AVAILABLE

The Institute estimates that individual grants will range from $1,000,000 to $5,000,000 for the entire grant period. Grants will be awarded for a period of 3 years. The size of individual grants will depend on the deliverables the State proposes to achieve and the extent of development and improved system capability the State commits to accomplishing with grant funds.

The Institute will award grants of no more than $5 million for Priority 1 and grants of no more than $4 million for Priorities 2 and 3.

VIII. ELIGIBLE APPLICANTS

Only State educational agencies are eligible to apply. By law, for this program, the State educational agency is the agency primarily responsible for the State supervision of elementary schools and secondary schools. The State educational agencies of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands are included. However, for this competition only, applications will not be considered from the 20 State educational agencies that received SLDS grants in June 2010 from funds appropriated under the ARRA.

A State educational agency must propose to work jointly and collaboratively with other agencies in the State whose participation is necessary and essential to addressing the priority to which the SEA is applying. For example, if a State submits an application for Priority 3 (postsecondary and/or workforce data), the agency or agencies responsible for postsecondary and/or workforce data in the State would be expected to provide project direction and assist in the coordination of the grant. Despite the requirement that the State educational agency as defined above be the applicant and the fiscal agent for the grant, the design, development, and subsequent implementation of the grant-funded work must be carried out by the appropriate State agency in partnership with the other participating organizations. This designated state agency must work on behalf of the state's needs and goals for developing comprehensive P20W longitudinal data for improving decision making for all stakeholders

Individual States may also propose to collaborate with other States. Each State educational agency participating in a collaborative should submit its own application for its own activities and funding. If the collaborating States determine that funding for the joint activities cannot be easily and clearly apportioned among them, or that such apportioning would result in inefficiency and higher costs, one State could serve as the fiduciary agent for the joint activities. In that case, funding for the joint activities should be included in the application of the State acting as fiscal agent.

IX. SPECIAL REQUIREMENTS

Applicants should budget for travel and accommodations for two senior project staff to attend a two-day meeting each year in Washington, DC with other grantees and Institute staff to discuss accomplishments, problems encountered, and possible solutions/improvements.

State educational agencies that receive grants must agree to participate in an evaluation to determine the quality of the data in the statewide, longitudinal data systems, if the Department decides to conduct such an evaluation. The agreement of a State to participate in such an evaluation would extend to an evaluation conducted after termination of the State's assistance under this program.

In order to leverage the value of work supported through these grants, resulting products and lessons learned shall be made available for dissemination, except where such products are proprietary.

X. CONTENTS AND PAGE LIMITS OF APPLICATION

All applications and proposals must be self-contained within specified page limitations. Internet website addresses may not be used to provide information necessary to the review because reviewers will not be required to view Internet sites for application review.

The sections described below (summarized in Table 1) represent the body of applications to be submitted to the Institute and should be organized in the order they appear in the RFA.

As noted above under section *V. Applications Available*, all of the required forms and instructions for the forms will be in the application package to be made available at the Grants.gov Apply site (Grants.gov). The application package will also provide specific instructions about where applicants will be able to attach those application sections that must be submitted in PDF (Portable Document Format).

Table 1. List of proposal sections and their page limits.

Section	Page Limit
1. *Application for Federal Education Assistance (SF 424)*	N/A
2. *Department of Education Supplemental Information for SF 424*	N/A
3. *Budget Information Non-Construction Programs (ED 524) – Sections A and B*	N/A
4. *Budget Information Non-Construction Programs (ED 524) – Section C, Spreadsheet*	No page limit
5. *Project Abstract*	1 page
6. *Project Narrative*	40 pages
7. *Budget Narrative (Justification)*	No page limit
8. *Appendix A – Optional Attachments*	15 pages
9. *Appendix B - Letters of Support*	No page limit
10. *Appendix C – Résumés of Key Personnel*	3 pages for each résumé
11. *Appendix D–Acronym List*	1 page

1. Application for Federal Education Assistance (SF-424). Applicants must use this form to provide basic information about the applicant and the application.

2. Department of Education Supplemental Information for SF 424. Applicants must use this form to provide contact information for the Project Director and research on human subjects information, if applicable.

3. Budget Information Non-Construction Programs (ED 524)—Sections A and B. The application must include a budget for each year of support requested. Applicants must use this form to provide the budget information for each project year. (Note: ED 524 Section A is for Federal sources of funding being requested in the grant application. ED 524 Section B identifies non-Federal sources such as State funding or foundational funding, which would contribute to the proposed work).

4. Budget Information Non-Construction Programs (ED 524)—Section C, Spreadsheet. The application must provide an itemized budget breakdown for each project year, for each budget category listed in *Sections A and B* (Federal and non-Federal, respectively).

The budget breakdown by project year and category must provide sufficient detail to allow reviewers to judge whether reasonable costs have been attributed to the project:

- For each person listed in the Personnel category, include the time commitments, including an indication of the percentage of FTE by project year and corresponding cost.
- For consultants include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs.
- For applications that include contracts for work, submit an itemized budget spreadsheet for each contract for each project year, and the details of the contract costs should be included in the budget narrative. It is understood that some level of detail may not be provided due to overall timing of the process (i.e. contracts cannot be articulated unless grants have been awarded).
- Itemized costs for equipment purchases, supplies, travel, and other related project costs should also be provided.
- Any other expenses should be itemized by category (Personnel, Fringe, etc.) and unit cost.

The budget must also be organized around the specific deliverables listed in *6. b) Project Deliverables Related to System Requirements and Implementation*, with a projected cost total for each deliverable. If, for example, an applicant proposes six deliverables for funding, each deliverable must include an estimated total cost. In this example, the total cost for these six deliverables must equal the total requested amount for this application in X.*4. Budget Information – Non-Construction Programs (ED 524) – Section A.*

If staffing or equipment will be utilized to support multiple project deliverables, the applicant should either a) divide the costs of the resource among the relevant deliverables, or b) assign the total cost of the resource to one deliverable but provide explanation of how that resource will also be utilized to support other deliverables in *X: 7. Budget Narrative (Justification)*.

All information provided for Section C (itemized budget breakdown) should be displayed as a spreadsheet and should directly correspond to the written description provided in section *X: 7. Budget Narrative (Justification).*

A page limit does not apply to this section.

5. Project Abstract. The *Project Abstract* must include: (1) The title of the project, (2) the priority addressed by the project, (3a) the State agency or agencies, in addition to the SEA, responsible for direction and implementation of grant activities if the application is submitted under priority 2 or 3, (3b) the collaborating States if the applicant proposes to participate in a multi-state collaboration, (4) a short description of the project, including goals and major activities, and (5) the expected deliverables of the project, especially related to the requirements outlined in section *IV. Priorities and Requirements.* The *Project Abstract* is limited to 1 page.

6. Project Narrative. This section provides the majority of the information on which reviewers will evaluate the application. The narrative should tell the story behind the State's current system, describe that current system, and describe the State's vision for the proposed project. The applicant should describe the proposed project and address how the State either meets or proposes to meet the requirements outlined in section *IV. Priorities and Requirements* for the priority under which the application is submitted. The applicant should also address the steps planned for implementation and should detail how the State anticipates the system will be used to support improvement.

The narrative should be set out in five sections – (a) through (e) as described here – to facilitate reviewers' application of the five review criteria described in section *XIII. Review Criteria*.

(a) <u>Need for Project</u>
Briefly summarize the current status of the State's statewide, longitudinal data system, if one exists or is under development; the required capabilities and key elements to be developed or improved through this grant; and how these capabilities and key elements will support the State's education improvement efforts, goals, and accountability system.

(b) <u>Project Deliverables Related to System Requirements and Implementation</u>
List proposed deliverables (products, features, benchmarks) for each of the requirements that the State will be addressing in work funded under this grant. These deliverables should help address the need and goals of the applicant as identified in (a) Need for Project.

Deliverables must be expressed as products (example: develop web portal), features (example: form governance structure for early childhood data and linking to K12 data), or benchmarks (example: integration of postsecondary and workforce data by 2014) that can be measured at the end of the grant period.

If the State proposes to participate in a multi-state collaboration, clearly identify which deliverables will support the proposed work for a multi-state collaborative.

(c) <u>Timeline for Project Deliverables</u>
Briefly describe how the deliverables of the project will be achieved. Provide a detailed timeline for all relevant subtasks related to each of the proposed deliverables

described in X.6*(b) Project Deliverables Related to System Requirements and Implementation*. The applicant may determine the format for the timeline, but the timeline must include all proposed deliverables for the project, a set of supporting events or tasks for each of the proposed deliverables, the party or parties responsible for the events or tasks, and estimated dates (month can be used) for both initiation and completion of each task.

If applicable, describe how activities supported by a grant funded by this competition will be coordinated with activities supported by an existing grant, including a U.S. Department of Labor Workforce Data Quality Initiative (WDQI) grant, if applicable. In particular, please make certain to address plans for avoiding duplication.

(d) <u>Project Management and Governance Plan</u>
Indicate where the project is located within the organizational structure of the State educational agency and identify the entities responsible for approval and oversight of project activities. Describe the management protocol that will be exercised in order to achieve the goals of the proposed project on time and within budget. In describing this protocol and the related control activities, refer to the timeline and activities described above.

Briefly describe the governance structure for the proposed project. Identify the organizational units that will have authority regarding the project, that will be responsible for the project's operation, and that will be responsible for the subsequent operation of the statewide data system. Identify any units or agencies that will work as partners in the project, and describe how the project proposes to include other relevant State and local stakeholders. Describe how such partnerships or other working agreements will be coordinated and funded. Describe partnerships that will support implementation activities (i.e., training and technical assistance for users) and how those will be funded. Specify how the input of all intended users of the system (e.g., educators, early childhood education leaders, State policymakers, etc.) will be obtained and utilized.

Include as *Appendix B* letters of support or other documentation that are evidence of the anticipated participation and coordination by all agencies or institutions that will be partners in the project (e.g., letters of support from postsecondary institution leaders, the Governor, the chief State school officer, etc.).

If a multi-state collaboration is proposed, explain how it will be managed and what steps the State will take to mitigate risk and ensure that the project achieves its intended deliverables.

(e) <u>Staffing</u>
Discuss how the project will be staffed and managed. Describe the specific roles, responsibilities, and time commitments of the individuals involved with the project; this information should complement the information provided in X.6*(d) Project Management and Governance Plan*. This section can refer to the résumés of key personnel included in *Appendix C*, to demonstrate that the proposed staff has needed

qualifications, but the section should also provide specific information to describe how the key personnel are qualified to manage and implement the proposed activities.

The *Project Narrative* is limited, with one exception, to the equivalent of 40 pages, where a “page” is 8.5 inches x 11 inches, on one side only, with 1 inch margins at the top, bottom, and both sides. States proposing participation in a multi-State collaboration are permitted an extra 5 pages which should include a description of the joint activities and functioning of the collaboration. All text in the *Project Narrative* must be single-spaced and at least 12 point font to ensure that reviewers can easily read the application.

Use only black and white in graphs, diagrams, tables, and charts. The application must contain only material that reproduces well when photocopied in black and white. Color graphs, diagrams, tables, and charts are discouraged for this reason.

7. The Budget Narrative (Justification). This justification narrative should correspond to the itemized breakdown of Federal and non-Federal project costs by project year that applicants are asked to provide in a spreadsheet format. See above, X.*4. Budget Information – Non-Construction Programs (ED 524) – Section C*.

The budget justification should be organized around the specific deliverables listed in X.*6(b) Project Deliverables Related to System Requirements and Implementation.* A projected cost should be shown for each deliverable. If, for example, an applicant proposes six deliverables for funding, each deliverable must include an estimated total cost and budget justification. In this example, the total cost for these six deliverables must equal the total requested amount for this application in X*4. Budget Information – Non-Construction Programs (ED 524) – Section A.* If staffing or equipment will be utilized to support multiple project deliverables, the applicant should either a) divide the costs of the resource among the relevant deliverables, or b) assign the total cost of the resource to one deliverable but provide explanation of how that resource will also be utilized to support other deliverables.

The *Budget Narrative* must provide sufficient detail to allow reviewers to judge whether reasonable costs have been attributed to the project. The following descriptions and justifications must correspond to the budget spreadsheet provided in X.*4. Budget Information – Non-Construction Programs (ED 524) – Section C:*

- For each person listed in the Personnel category, include brief descriptions of the responsibilities of key personnel and written justification of their time commitments.
- For consultants, include written justification for the number of days of anticipated consultation and other itemized costs.
- For applications that include contracts for work, include written justifications for each contract for each project year and the details of the contract costs. It is understood that some level of detail may not be provided due to overall timing of the process (i.e. contracts cannot be articulated unless grants have been awarded).
- Written justifications for the itemized costs for equipment purchases, supplies, travel, and other related project costs should also be provided.

- Brief descriptions of any other expenses itemized by category (Personnel, Fringe, etc.) and unit cost.

A page limit does not apply to this section.

8. Appendix A – Optional Attachments. In *Appendix A* of the proposal, applicants should include any figures, charts, tables, or images that supplement section *X. 6. Project Narrative* (example: illustration of current system, or planned system or system components). *Appendix A* is limited to 15 pages.

9. Appendix B – Evidence of Coordination and Support. In this appendix, applicants should provide letters of support or other documentation that are evidence of the anticipated participation and coordination by all agencies or institutions that will be partners in the project. Such evidence of support can also include key letters of agreement (e.g., memoranda of understanding) from partners and consultants. Letters of agreement should include enough information to make it clear that the author of the letter understands the nature of the commitment of time, space, and resources to the project that will be required if the application is funded. A page limit does not apply to this section.

10. Appendix C – Résumés of Key Personnel. Abbreviated résumés should be provided for the project director and other key personnel. Each résumé is limited to 3 pages and should include information sufficient to demonstrate that personnel possess training and expertise commensurate with their duties. The résumés must adhere to the margin and format requirements described above in the section *X. 6. Project Narrative*.

11. *Appendix D – Acronym List.* Combined, alphabetical list of all acronyms used in application. *Appendix D* is limited to 1 page.

Please note that applicants selected for funding will be required to submit the certifications and assurances noted below before a grant is issued. The electronic application will provide these forms so that applicants can complete and submit them with their applications.
(a) SF 424B Assurances-Non-Construction Programs
(b) ED 80-0013 Certification Regarding Lobbying
(c) SF LLL Disclosure of Lobbying Activities, if applicable

XI. APPLICATION SUBMISSION AND PROCESSING

Applications must be received by 4:30:00 p.m., Washington, DC time, on the application deadline date listed in the heading of this request for applications. The Institute will not accept an application for this competition after 4:30:00 p.m., Washington, DC time, on the application deadline date. To ensure a timely submission, do not wait until the application deadline date to begin the application process.

Each application received on time will be reviewed for completeness and for responsiveness to this request for applications.

XII. PEER REVIEW PROCESS

All applications that are complete and responsive to this request will be evaluated and rated by peer reviewers. A panel of technical experts who have substantive and methodological expertise appropriate to the design, development, implementation, and utilization of statewide, longitudinal data systems will conduct reviews in accordance with the review criteria stated below.

Each application will be assigned to at least two primary reviewers, who will complete written evaluations of the application, identifying strengths and weaknesses related to each of the review criteria. Primary reviewers will independently assign a score for each criterion, as well as an overall score, for each application they review. At the full panel meeting, each application will be presented to the panel by the primary reviewers. After discussion of the application's strengths and weaknesses, each panel member will independently assign a score for each criterion, as well as an overall score.

XIII. REVIEW CRITERIA

Reviewers will be expected to evaluate the application on the basis of the following criteria:

(1) Substantial need for the project. The application clearly describes the status of the State’s longitudinal data system and demonstrates that the system lacks one or more requirements for the priority addressed by the application. It provides a convincing case that the project is necessary to accelerate the State’s development and implementation of a longitudinal data system. Failure to meet the goals outlined for the project would seriously threaten or impede significant State progress toward establishment and use of an effective, statewide, longitudinal data system.

(2) Clear, appropriate, and measurable deliverables. The deliverables of the project are clearly articulated and demonstrate a commitment to creating a robust system that includes the Priority Funding Area-specific requirements, and supports transparency, accountability and improvement. Proposed deliverables relate directly and logically to the stated needs with respect to both data system requirements and implementation. The application clearly describes measurable or observable deliverables that will be accomplished by the end of the grant. These deliverables will represent completion or substantial progress toward completion of the requirements described in section *IV*, as well as appropriate attention to promoting effective use of the system. If the required system capabilities cannot be accomplished during the grant, the application provides a compelling explanation and indicates when each of those capabilities will be accomplished.

(3) High-quality, logical, and feasible activities and timeline. The project activities are reasonable and well designed to achieve project goals. Proposed collaborations will promote efficiency. The timeline clearly describes work that logically will lead to accomplishment of the proposed deliverables. The work appears feasible in terms of the State’s current status as described in section *X. 6 (a) Need for the Project*, and the time and resources available for the project.

(4) Effective management and governance plan. The management plan for the project demonstrates that there will be sufficient administrative oversight and controls to enable the work to proceed on time, as planned, and within budget. If applicable, the governance plan describes an active partnership between K-12 and early childhood or higher education agencies and with other agencies and institutions responsible for data to be included in the statewide data system, as well as the involvement of appropriate parties to promote use of the system to support reform and accountability. If an agency other than the SEA is providing project direction (as described in section VIII), the management plan demonstrates how the relationship between that agency and the SEA will be managed productively. In addition, the plans describe any new staffing required to provide useful data back to school districts, schools, and teachers.

(5) Personnel and financial resources. The project personnel have the qualifications and time commitment needed to implement the project within the proposed project period. If personnel will be hired or contracted for the project, the qualifications and duties of these new hires or contractors are clearly described. The proposed budget and budget justification are reasonable in terms of the activities to be carried out and commensurate with the proposed deliverables and goals of the project.

XIV. RECEIPT AND REVIEW SCHEDULE

Application Deadline Date and Time: December 15, 2011, 4:30:00 p.m., Washington, DC time.

Earliest Anticipated Start Date: May 1, 2012

XV. AWARD DECISIONS

The following will be considered in making award decisions:

1. Overall merit of the proposal, as determined by the peer review;
2. Responsiveness to the requirements of this Request for Applications;
3. Prior funding under this program and stage of development of State's system;
4. Performance and use of funds under previous Federal awards; and
5. Funding available.

XVI. SUBMISSION REQUIREMENTS

Applications for grants under this competition must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application in paper format by mail or hand delivery, if you qualify for an exception to the electronic submission requirement, please refer to *XVII. Exception to Electronic Submission Requirement*.

Electronic Submission of Applications

Applications for grants under the Statewide, Longitudinal Data Systems competition--CFDA number 84.372A -- must be submitted electronically using the Government-wide Grants.gov Apply site at www.Grants.gov.

Applications received by Grants.gov are date and time stamped. Applications must be fully uploaded and submitted, and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted below, the Institute will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. The Institute does not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

Applicants should note the following:

- Through Grants.gov, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application.
- You may not e-mail an electronic copy of a grant application to us.
- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.372, not 84.372A).
- The amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your Internet connection. Therefore, the Institute recommends that you do not wait until the application deadline date to begin the submission process through Grants.gov.
- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at www.G5.gov.
- Your application will be rejected if you submit it in paper format unless, as described below, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions.
- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.
- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the

Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must upload any narrative sections and all other attachments to your application as files in a .PDF (Portable Document) format only. If you upload a file type other than a .PDF or submit a password-protected file, we will not review that material.
- Your electronic application must comply with any page-limit requirements described in this request.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System

If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this request.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under *Inquiries* in section XVIII of this request and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. The Institute will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

XVII. EXCEPTION TO ELECTRONIC SUBMISSION REQUIREMENT

The Institute will reject your application if you submit it in paper format unless you qualify for an exception to the electronic submission requirement. You qualify for an exception if you are unable to submit an application through the Grants.gov system because—

• You do not have access to the Internet; or

• You do not have the capacity to upload large documents to the Grants.gov system; and

• No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Ellie McCutcheon, U.S. Department of Education, 555 New Jersey Avenue, NW., room 600e, Washington, DC 20208. FAX: (202) 219-1466. Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this Request.

Submission of Paper Applications by Mail

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.372A)
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark.
(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
(3) A dated shipping label, invoice, or receipt from a commercial carrier.
(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, the Department does not accept either of the following as proof of mailing:

(1) A private metered postmark.
(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, the Department will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

Submission of Paper Applications by Hand Delivery
If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application, by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.372A)
550 12th Street, SW
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 -- the CFDA number 84.372A; and
(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this grant notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

XVIII. INQUIRIES ADDRESS

Dr. Tate Gould
Institute of Education Sciences
National Center for Education Statistics
1990 K Street, NW, Rm. 9023
Washington, DC 20006-5651
Email: Tate.Gould@ed.gov
Telephone: (202) 219-7080

XIX. PROGRAM AUTHORITY

20 U.S.C. 9607 et seq., the "Educational Technical Assistance Act of 2002," Title II of Public Law 107-279, November 5, 2002. This program is not subject to the intergovernmental review requirements of Executive Order 12372.

XX. APPLICABLE REGULATIONS

The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 77, 80, 81, 82, 84, 85, 97, 98, and 99. In addition 34 CFR part 75 is applicable, except for the provisions in 34 CFR 75.100, 75.101(b), 75.102, 75.103, 75.105, 75.109(a), 75.200, 75.201, 75.209, 75.210, 75.211, 75.217, 75.219, 75.220, 75.221, 75.222, and 75.230.

E – GENERAL INSTRUCTIONS AND INFORMATION

Application Content and Format

Applications submitted electronically MUST be fully uploaded and transmitted to the Department of Education using the Grants.gov Apply site (Grants.gov) by **4:30:00 p.m. Washington, DC time on Thursday, December 15, 2011.**

Applicants may access the electronic grant application for the Statewide, Longitudinal Data Systems competition, CFDA number 84.372A, at:
http://grants.gov

All of the forms required for this grant application are included in the electronic grant application package. All of the instructions for the forms are included here in this package.

Applicants must complete and submit the following forms and narrative attachments that comprise the application package. These forms and narrative attachments include all of the proposal sections outlined in Table 1 of the Request for Applications. The content and format requirements are outlined below for each of the attachments.

List of Forms

1. Application for Federal Assistance (SF 424)
2. Department of Education Supplemental Information for SF 424
3. Department of Education Budget Information for Non-Construction Programs (ED 524), Sections A and B
4. Assurances-Non-Construction Programs (SF 424B)
5. Certification regarding Lobbying
6. Disclosure of Lobbying Activities (SF LLL)

List of Narrative and Spreadsheet Attachments

1. Project Abstract attached at the ED Abstract Form
2. Project Narrative attached at the Project Narrative Attachment Form
3. Appendix A -Optional Attachments attached at the Other Attachments Form
4. Appendix B – Evidence of Coordination and Support attached at the Other Attachments Form
5. Appendix C - Resumes of Key Personnel attached at the Other Attachments Form
6. Appendix D – Acronym List attached at the Other Attachments Form.
7. Budget Narrative (Justification) attached at the Budget Narrative Attachment Form

8. Budget Information Non-Construction Programs (ED 524) – Section C information attached at the Budget Narrative Attachment Form (This file is a spreadsheet.)

Develop the narrative attachments and the one spreadsheet (ED 524 Section C) attachment using your own word-processing and spreadsheet programs. Then convert these files to .pdf files and attach them following the instructions below under Narrative Attachments.

NOTE: This competition requires that uploads be in .pdf (Portable Document) format.

Application Forms

1. Application for Federal Assistance (SF 424), OMB Number 4040-0004. This form requires applicants to provide basic information about the applicant and the application.

   Note regarding Item/Question 19 on the SF424**:** The SLDS program is not covered by the Executive Order 12372 process. Applicants may check Block C - Program is not covered by E.O. 12372 to answer this question.

2. Department of Education Supplemental Information for SF 424, OMB Number 1894-0007. This form requires applicants to provide contact information for the Project Director and research on human subjects information, if applicable.

3. Department of Education Budget Information for Non-Construction Programs (ED 524), Sections A and B, OMB Number 1894-0008. Section A of this form requires applicants to provide budget information for each year of support requested. Section B of this form asks applicants to indicate the non-federal funds supporting the project.

4. Assurances-Non-Construction Programs (SF 424B), OMB Number 0348-0040

5. Certification regarding Lobbying (Grants.gov Lobbying Form)

6. Disclosure of Lobbying Activities (SF LLL), OMB Number 0348-0006, if applicable

Application Narrative Attachments

1. Project Abstract

Attach the Project Abstract as a .pdf file at the **ED Abstract Form** of the electronic application.

Applicants must limit the Project Abstract to one single-spaced page and must include: (1) The title of the project, (2) the priority addressed by the project, (3a) the State agency or agencies, in addition to the SEA, responsible for direction and implementation of grant activities if the application is submitted under priority 2 or 3, (3b) the collaborating States if the applicant proposes to participate in a multi-state collaboration, (4) a short description of the project, including goals and major activities, and (5) the expected deliverables of the project, especially related to the requirements outlined in the RFA, *Section IV. Priorities and Requirements*.

2. Project Narrative

Attach the *Project Narrative* as a .pdf file at the **Project Narrative Attachment Form** of the electronic application.

Project Narrative

The *Project Narrative* provides the majority of the information on which reviewers will evaluate the application. In the narrative, the applicant should tell the story behind the State's current system, describe that current system, and describe the State's vision for the proposed project. The applicant should describe the proposed project and address how the State either meets or proposes to meet the requirements outlined in the RFA, *Section IV. Priorities and Requirements* for the priority under which the application is submitted. The applicant should also address the steps planned for implementation and should detail how the State anticipates the system will be used to support improvement.

The *Project Narrative* requires information to be set out in five sections, (a) through (e), to facilitate reviewers' application of the five review criteria described in the RFA section *XIII. Review Criteria*:

a. Need for Project
b. Project Deliverables Related to System Requirements and Implementation
c. Timeline for Project Deliverables
d. Project Management and Governance Plan
e. Staffing

Applicants must limit the *Project Narrative* to the equivalent of no more than 40 pages. States proposing participation in a multi-State collaboration are permitted an extra 5 pages which should include a description of the joint activities and functioning of the collaboration.

A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Applicants must adhere to the following four format requirements:

- Single-space (no more than six lines per vertical inch) all text in the program narrative.
- Use a font that is at least 12-point so that reviewers can easily read the application.
- Ensure that type density, including characters and spaces, is no more than 15 characters per inch (cpi). For proportional spacing, the average for any representative section of text must not exceed 15 cpi.
- Margins, in all directions, must be at least 1 inch.

3. Appendix A – Optional Attachments

Attach *Appendix A – Optional Attachments* as a .pdf file at the **Other Attachments Form** of the electronic application.

In Appendix A, applicants may include any figures, charts, or tables that supplement RFA, *Section X. 6. Project Narrative* (example: illustration of current system, or planned system or system components). Appendix A is limited to 15 pages.

4. Appendix B – Evidence of Coordination and Support

Attach *Appendix B – Evidence of Coordination and Support* as a .pdf file at the **Other Attachments Form**.

In Appendix B, applicants should provide letters of support or other documentation that are evidence of the anticipated participation and coordination by all agencies or institutions that will be partners in the project. Such evidence of support can also include key letters of agreement (e.g., memoranda of understanding) from partners and consultants. Letters of agreement should include enough information to make it clear that the author of the letter understands the nature of the commitment of time, space, and resources to the project that will be required if the application is funded. A page limit does not apply to this section.

5. Appendix C Résumés of Key Personnel

Attach Appendix C – *Résumés of Key Personnel* as a .pdf file at the **Other Attachments Form** of the electronic application.

In Appendix C, applicants should provide abbreviated résumés for the project director and other key personnel. Each résumé is limited to 3 pages and should include information sufficient to demonstrate that personnel possess training and expertise commensurate with their duties. The résumés must adhere to the margin and format requirements described above for the *Project Narrative*.

6. Appendix D – Acronym List

Attach *Appendix D – Acronym List* as a .pdf file at the **Other Attachments Form** of the electronic application.

In Appendix D, applicants should provide a combined, alphabetical list of all acronyms used in application. Appendix D is limited to 1 page.

7. Budget Narrative (Justification)

Attach the *Budget Narrative (Justification)* as a .pdf file at the **Budget Narrative Attachment Form** of the electronic application.

The Budget Narrative must provide sufficient detail to allow reviewers to judge whether reasonable costs have been attributed to the project.

This justification narrative should correspond to the itemized breakdown of Federal and non-Federal project costs by project year that applicants are asked to provide in a spreadsheet format. See the RFA, *Section X.4. Budget Information – Non-Construction Programs (ED 524) – Section C*.

The budget justification should be organized around the specific deliverables listed in the RFA, *Section X.6(b) Project Deliverables Related to System Requirements and Implementation*. A projected cost should be shown for each deliverable. If, for example, an applicant proposes six deliverables for funding, each deliverable must include an estimated total cost and budget justification. In this example, the total cost for these six deliverables must equal the total requested amount for this application in the RFA, *Section X.4. Budget Information – Non-Construction Programs (ED 524) – Section A*. If staffing or equipment will be utilized to support multiple project deliverables, the applicant should either a) divide the costs of the resource among the relevant deliverables, or b) assign the total cost of the resource to one deliverable but provide explanation of how that resource will also be utilized to support other deliverables.

Descriptions and justifications for the items listed immediately below must correspond to the budget spreadsheet required in the RFA, *Section X.4. Budget Information – Non-Construction Programs (ED 524) – Section C*:

- For each person listed in the Personnel category, include brief descriptions of the responsibilities of key personnel and written justification of their time commitments.
- For consultants, include written justification for the number of days of anticipated consultation and other itemized costs.
- For applications that include contracts for work, include written justifications for each contract for each project year and the details of the contract costs. It is understood that some level of detail may not be provided due to overall timing of the process (i.e. contracts cannot be articulated unless grants have been awarded).
- Written justifications for the itemized costs for equipment purchases, supplies, travel, and other related project costs should also be provided.
- Brief descriptions of any other expenses itemized by category (Personnel, Fringe, etc.) and unit cost.

<u>A page limit does not apply to this section</u>.

8. <u>Budget Information – Non-Construction Programs (ED 524) Section C (Spreadsheet)</u>

Attach the Budget Information Spreadsheet (ED 524 – Section C) as a .pdf file at the **Budget Narrative Attachment Form**.

This spreadsheet must provide an itemized budget breakdown for each project year, for each budget category listed in Sections A and B of the ED 524. For each person listed in the personnel category, include the percent effort for each project year, as well as the cost. This spreadsheet should also include a breakdown of the fees to consultants, a listing of each piece of equipment if applicable, itemization of supplies into separate categories, and itemization of travel requests (e.g., meeting travel, etc.) into separate categories. Any other expenses should be itemized by category and unit cost. All spreadsheet information should directly correspond to the written description provided in accordance with the RFA, *Section X.7. Budget Narrative (Justification).*

<u>A page limit does not apply to this section</u>.

<u>Note</u>: Applicants are strongly encouraged to use the “Check Application for Errors” button at the top of the grant application package to identify errors or missing required information that can prevent an application from being processed and sent forward for review.

F – INSTRUCTIONS for FORMS (SF 424, SF 424 SUPPLEMENTAL, ED 524, AND DISCLOSURE OF LOBBYING FORM)

1. Instructions - Application for Federal Assistance (SF 424).

This form requires applicants to provide basic information about the applicant and the application.

Note regarding Item/Question 19 on the SF424: The SLDS program is not covered by the Executive Order 12372 process. Applicants may check Block C - Program is not covered by E.O. 12372 to answer this question.

INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

Item	Entry:
1.	**Type of Submission:** (Required) Select one type of submission in accordance with agency instructions. • Pre-application • Application • Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.
2.	**Type of Application**: (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.
4.	**Applicant Identifier:** Enter the entity identifier assigned buy the Federal agency, if any, or the applicant's control number if applicable.
5a.	**Federal Entity Identifier**: Enter the number assigned to your organization by the federal agency, if any.
5b.	**Federal Award Identifier**: For new applications, enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the state, if applicable.

7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the state, if applicable.
8.	**Applicant Information**: Enter the following in accordance with agency instructions:
	a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov.
	b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov.
	d. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).
	e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.
	f. Name and contact information of person to be contacted on matters involving this application: Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.
9.	**Type of Applicant**: (Required) Select up to three applicant type(s) in accordance with agency instructions.
	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify)
10.	**Name of Federal Agency:** (Required) Enter the name of the federal agency from which assistance is being requested with this application.
11.	**Catalog of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.
13.	**Competition Identification Number/Title:** Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
14.	**Areas Affected By Project:** This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.

16.	**Congressional Districts Of**: 16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
18.	**Estimated Funding:** (Required) Enter the amount requested, or to be contributed during the **first funding/budget period** by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** (Required**)** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
21.	**Authorized Representative**: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

[**U.S Department of Education note**: As of spring, 2010, the FON discussed in Block 12 of the instructions can be found via the following URL: http://www.grants.gov/applicants/find_grant_opportunities.jsp.]

2. Instructions - Department of Education Supplemental Information for SF 424.

This form requires applicants to provide contact information for the Project Director and research on human subjects information, if applicable.

1. Project Director. Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application. Items marked with an asterisk (*) are mandatory.

2. **Novice Applicant.** Check "Yes" if you meet the definition for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424"). By checking "Yes" the applicant certifies that it meets these novice applicant requirements. Check "No" if you do not meet the definition for novice applicants**.**

This novice applicant information will be used by ED to: 1) determine the amount and type of technical assistance that a novice might need, if funded, and 2) determine novice applicant eligibility in discretionary grant competitions that give special consideration to novice applications. Certain ED discretionary grant programs give special consideration to novice applications, either by establishing a special competition for novice applicants or by giving competitive preference to novice applicants under the procedures in 34 CFR 75.105(c)(2). If special consideration is being given to novice applications under a particular discretionary grant competition, the application notice for the competition published in the Federal Register will specify this information

3. Human Subjects Research. (See I. A. “Definitions” in attached page entitled “Definitions for U.S. Department of Education Supplemental Information for the SF-424.”)

3a. If Not Human Subjects Research. Check “**No**” if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

3a. If Human Subjects Research. Check “**Yes**” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “**Yes**” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for U.S. Department of Education Supplemental Information for SF-424.”)

3b. If Human Subjects Research is Exempt from the Human Subjects Regulations. Check “**Yes**” if all the research activities proposed are designated to be exempt from the regulations. Check the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for U.S. Department of Education Supplemental Information for the SF-424.”

3b. If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check “**No**” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the attached page entitled “Definitions for U.S. Department of Education Supplemental Information for the SF-424.”

3b. Human Subjects Assurance Number. If the applicant has an approved Federal Wide Assurance (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. **(A list of current FWAs is available at: http://ohrp.cit.nih.gov/search/asearch.asp#ASUR)** If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

3c. If applicable, please attach your “Exempt Research” or “Nonexempt Research” narrative to your submission of the U.S Department of Education Supplemental Information for the SF-424 form as instructed in item II, “Instructions for Exempt and Nonexempt Human Subjects Research Narratives” in the attached page entitled “Definitions for U.S. Department of Education Supplemental Information for the SF-424.”

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.
No covered human subjects research can be conducted until the study has ED clearance for protection of human subjects in research.

Paperwork Burden Statement. *According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education,* *Washington, D.C. 20202-0170. If you have comments or concerns regarding the status of your individual submission of this form write directly to: (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.*

Definitions for U.S. Department of Education
Supplemental Information for the SF-424

Definitions:

Novice Applicant (See 34 CFR 75.225)

For discretionary grant programs, novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—**Research**

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be* ***directly or indirectly*** *linked to that individual, the definition of human subject is met* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **<u>only</u>** involvement of human subjects will be in one or more of the following six categories of ***exemptions*** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. ***If an educational practice is being introduced to the site and is not widely used <u>for similar populations</u>, it is not covered by this exemption***.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.***

Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed. [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects**.** ***[This exemption applies only to retrospective studies using data collected before the initiation of the research.]***

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs. ***[The standards of this exemption are rarely met because it was designed to apply only to specific research conducted by HHS at the time the regulations were established. We will strictly construe this exemption because it was not intended to apply to ED research*.*]***

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level

found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked “Yes” for Item 3.b. of the U.S. Department of Education Supplemental Information for the SF 424, the applicant must attach a human subjects “exempt research” or “nonexempt research” narrative to the U.S. Department of Education Supplemental Information for the SF-424 form. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked “Yes” for item 3.b. and designated exemption numbers(s), attach the “exempt research” narrative to the U.S. Department of Education Supplemental Information for the SF-424. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked “No” for item 3.b. you must attach the “nonexempt research” narrative to the U.S. Department of Education Supplemental Information for the SF-424. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics**: Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials**: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent**: Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks**: Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk**: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained**: Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s)**: If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4331, telephone: (202) 245-8090, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site: http://www.ed.gov/about/offices/list/ocfo/humansub.html

NOTE: The **State Applicant Identifier** on the SF-424 is for State Use only. Please complete it on the SF-424 in the upper right corner of the form (if applicable).

3. Instructions - Department of Education Budget Information for Non-Construction Programs (ED 524), Sections A and B.

Section A of this form requires applicants to provide budget information for each year of support requested. Section B of this form asks applicants to indicate the non-federal funds supporting the project.

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97-99, on ED's website at: http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html

You must consult with your Business Office prior to submitting this form.

Section A - Budget Summary - U.S. Department of Education Funds

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information: If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office.

1. Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. If you checked "no," ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages subject to the following limitations:
   b) The grantee must submit an indirect cost proposal to its cognizant agency within 90 days after ED issues a grant award notification; and

c) If after the 90-day period, the grantee has not submitted an indirect cost proposal to its cognizant agency, the grantee may not charge its grant for indirect costs until it has negotiated an indirect cost rate agreement with its cognizant agency.

2. If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED, another Federal agency (Other) or State agency issued the approved agreement. If you check "Other," specify the name of the Federal or other agency that issued the approved agreement.

3. If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary - Non-Federal Funds

If you are required to provide or volunteer to provide cost-sharing or matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s)] Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.

2. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:

    a. The specific costs or contributions by budget category;
    b. The source of the costs or contributions; and
    c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review ED's general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding donations, capital assets, depreciation and use allowances. OMB cost principle circulars are available on OMB's website at: http://www.whitehouse.gov/omb/circulars/index.html]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

4. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: http://www.ed.gov/fund/grant/apply/appforms/appforms.html.

You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

5. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0008. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

4. Instructions - Disclosure of Lobbying Activities (SF LLL), if applicable.

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

G – Important Submission Procedures for Grants.gov and Tips for Applicants

PLEASE READ FIRST

U.S. Department of Education
Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under "Attaching Files – Additional Tips.") If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Also, applicants should be aware that on October 11, 2010, Grants.gov implemented a new security build which requires each organization's e-Biz POC (Point of Contact) update their Grants.gov registration. To complete this step, the e-Biz POC must have their DUNS number and CCR MPIN. We recommend this step be completed several days before application submission unless the e-Biz POC has already responded to this requirement. For more information on this topic, please visit this Grants.gov information link: http://www.grants.gov/securitybuild.jsp.

1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://grants.gov/applicants/get_registered.jsp.

   [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]

2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

   Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the CCR (Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

   If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or http://www.grants.gov/contactus/contactus.jsp, or use the customer support available on the Web site: http://www.grants.gov/help/help.jsp.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to http://www.grants.gov/help/help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. **(See the Federal Register notice for detailed instructions.)**

MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a**

non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include .pdf files** in their application:

1. Ensure that you attach ***.PDF files only*** for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs: http://www.grants.gov/help/download_software.jsp.

2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.

4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

2/2011

H – Application Checklist

[ ] Does the Project Narrative of your application contain the required five subsections:

(a) Need for Project
(b) Project Deliverables Related to System Requirements and Implementation
(c) Timeline for Project Deliverables
(d) Project Management and Governance Plan
(e) Staffing.

[ ] Does the Budget Narrative (Justification) clearly align with the specific deliverables listed in the RFA, *Section X.6(b) Project Deliverables Related to System Requirements and Implementation*.

[ ] Does the application address all application requirements and review criteria.

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Does your application include each of the following?

[ ] Application for Federal Assistance (SF 424).

[ ] Department of Education Supplemental Information for SF 424.

[ ] Department of Education Budget Information for Non-Construction Programs (ED 524).

[ ] A .pdf file containing the Project Abstract, attached at the ED Abstract Form.

[ ] A .pdf file containing the Project Narrative, addressing the review criteria, attached at the Project Narrative Attachment Form.

[ ] A .pdf file containing, Appendix A - Optional Attachments, attached at the Other Attachments Form.

[ ] A .pdf file containing Appendix B - Evidence of Coordination and Support, attached at the Other Attachments Form.

[ ] A .pdf file containing Appendix C - Résumés of Key Personnel, attached at the Other Attachments Form.

[ ] A .pdf file containing Appendix D - Acronym List, attached at the Other Attachments Form.

[ ] A .pdf file containing the Budget Narrative, attached at the Budget Narrative Attachment Form.

[ ] A .pdf file containing a spreadsheet outlining the information requested for Budget Information – Non-Construction Programs (ED 524) - Section C, attached at the Budget Narrative Attachment Form.

[ ] Assurances and Certifications.
1. Assurances-Non-Construction Programs (ED 424B)
2. Certification regarding Lobbying (Grant.gov Lobbying Form)
3. Disclosure of Lobbying Activities (SF-LLL), if applicable

[ ] Did you upload the correct .pdf files at the proper places in the electronic application for this competition?

[ ] Did you use the "Check Application for Errors" button at the top of the grant application package to identify errors or missing required information that could prevent your application from being processed and sent forward for review?

[ ] Was your upload submitted successfully to the Department's e-Application system by the 4:30:00 pm, Washington, D.C. time on the deadline date?

I – Legislative Authority

Section 208 of the Educational Technical Assistance Act (PUBLIC LAW 107–279—NOV. 5, 2002, Title II, section 208):

SEC. 208. GRANT PROGRAM FOR STATEWIDE, LONGITUDINAL DATA SYSTEMS.

(a) GRANTS AUTHORIZED.—The Secretary is authorized to award grants, on a competitive basis, to State educational agencies to enable such agencies to design, develop, and implement statewide, longitudinal data systems to efficiently and accurately manage, analyze, disaggregate, and use individual student data, consistent with the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.).

(b) APPLICATIONS.—Each State educational agency desiring a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information as the Secretary may reasonably require.

(c) AWARDING OF GRANTS.—In awarding grants under this section, the Secretary shall use a peer review process that—

(1) ensures technical quality (including validity and reliability), promotes linkages across States, and protects student privacy consistent with section 183;
(2) promotes the generation and accurate and timely use of data that is needed—
  (A) for States and local educational agencies to comply with the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.) and other reporting requirements and close achievement gaps; and
  (B) to facilitate research to improve student academic achievement and close achievement gaps; and
(3) gives priority to applications that meet the voluntary standards and guidelines described in section 153(a)(5).

(d) SUPPLEMENT NOT SUPPLANT.—Funds made available under this section shall be used to supplement, and not supplant, other State or local funds used for developing State data systems.

(e) REPORT.—Not later than 1 year after the date of enactment of the Educational Technical Assistance Act of 2002, and again 3 years after such date of enactment, the Secretary, in consultation with the National Academies Committee on National Statistics, shall make publicly available a report on the implementation and effectiveness of Federal, State, and local efforts related to the goals of this section, including—
(1) identifying and analyzing State practices regarding the development and use of statewide, longitudinal data systems;

(2) evaluating the ability of such systems to manage individual student data consistent with the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.), promote linkages across States, and protect student privacy consistent with section 183; and
(3) identifying best practices and areas for improvement.

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Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0006. The time required to complete this information collection is estimated to average 20 hours per response, including the time to review instructions, search existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Under terms of the Paperwork Reduction Act of 1980, as amended, and the regulations implementing that Act, the Department of Education invites comment on the public reporting burden in this collection of information. You may send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of the Deputy Director for Administration and Policy, Institute of Education Sciences/USED, 555 New Jersey Avenue, NW, Suite 600, Washington, D.C. 20208.